

**GODDARD SPACE FLIGHT CENTER
REQUEST FOR RADIATION SAFETY COMMITTEE ACTION
NON-IONIZING RADIATION SOURCE (RF/EMF) USE APPROVAL**

1. _____ Originator's Name: Last, First, MI Code Phone Date					Docket #		
2. Request for approval of: (Check all appropriate items) <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> NASA procurement <input type="checkbox"/> Use on _____ Program <input type="checkbox"/> Change of controlling code <input type="checkbox"/> On Center Transfer from _____ to _____ </div> <div style="width: 45%;"> <input type="checkbox"/> Contractor procurement <input type="checkbox"/> Modification of Device or Change in Primary Use <input type="checkbox"/> Off-Site Use <input type="checkbox"/> Other Explain _____ </div> </div>							
3. GSFC Equipment Control Number(s):			4. Operating Frequency (Hz)		5. Maximum Power (Watts)		
6. Contract under which work will take place: (if applicable)			7. Has a GSFC Form 23-28RF (Radiation Source Questionnaire) [for each source] been submitted to the Radiation Safety Committee?				
			<input type="checkbox"/> Yes Docket#(s) _____		<input type="checkbox"/> No (23-28RF attached)		
8. Program description or justification of change: <i>(make reference below to appropriate attached pages)</i>							
a. Program Outline:							
b. Procedures and methods of Control:							
c. Location of use:							
9. Individual responsible for control and accountability:							
Custodian: _____							
Print Name		Signature		Code		Date	
Phone							
10. I have reviewed above and recommend approval.							
Signature of Section Head or Higher		Title		Code		Date	
Phone							
Committee use only							
Approved / Disapproved			Approved / Disapproved				
RPO		Date		RSC Chairman		Date	
REMARKS:							

Instructions for filling out GSFC Form 23-6RF, Request for Radiation Safety Committee Action - Non-Ionizing Radiation Source (RF/EMF) Use Approval. For additional guidance, refer to GPG 1860.3 "Radio Frequency Radiation Safety."

ALL ITEMS MUST BE LEGIBLE

1. If you do not have a GSFC Code designation, you must include a valid mailing address on an attached paper. (Docket # will be entered by Safety & Environmental Division)
2. Be sure to check all applicable items.
3. Fill in the GSFC Equipment Control Number (ECN)
4. List the operating frequencies of each source.
5. Enter the Peak Power of the emitter (Average Power if Pulsed).
6. If the work is to be performed under a contract, indicate which contract, otherwise N/A.
7. If the custodian does not have a GSFC Form 23-28RF on file for this emitter, one must be filled out. If you do not have a copy of the 23-28RF or your copy does not have a docket number, please contact the Safety & Environmental Division, Radiation Protection Office.
8. On a separate sheet of paper, provide information:
 - a. Attach a description of the program and duration of radiation use.
 - b. Attach a copy of procedures used to prevent personnel exposure to hazardous electromagnetic radiation. Include a safety analysis which indicates hazard distances and power density levels.
 - c. Exact locations of use must be listed.

NOTE: If programs and procedures are the same as a previous GSFC Form 23-6RF application, you may refer to the application by the Docket # and explain any differences in detail.

9. Custodian responsibilities are explained in GPG 1860.3, Section 1.6.
10. Approval must be from manager/supervisor other than the custodian of the source(s).

RETURN THE COMPLETED FORM TO CODE 250.9

If you have any questions concerning this form, please contact the Safety & Environmental Division, Radiation Protection Office at 301-286-8482.